

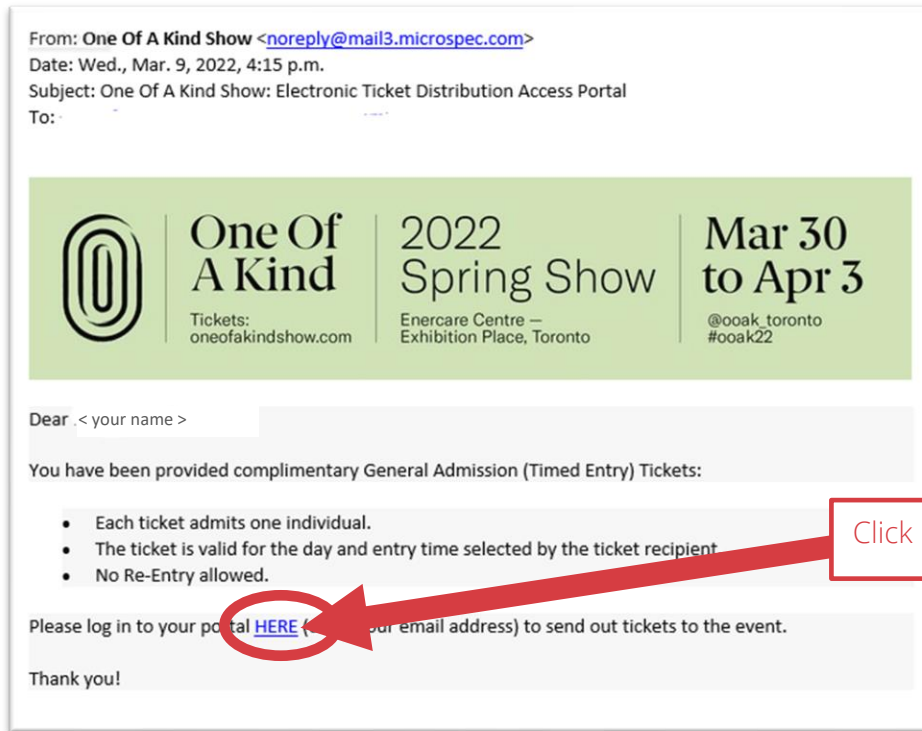
How to Use the Electronic Ticket Distribution Portal

V1 – March 9, 2022

Step 1

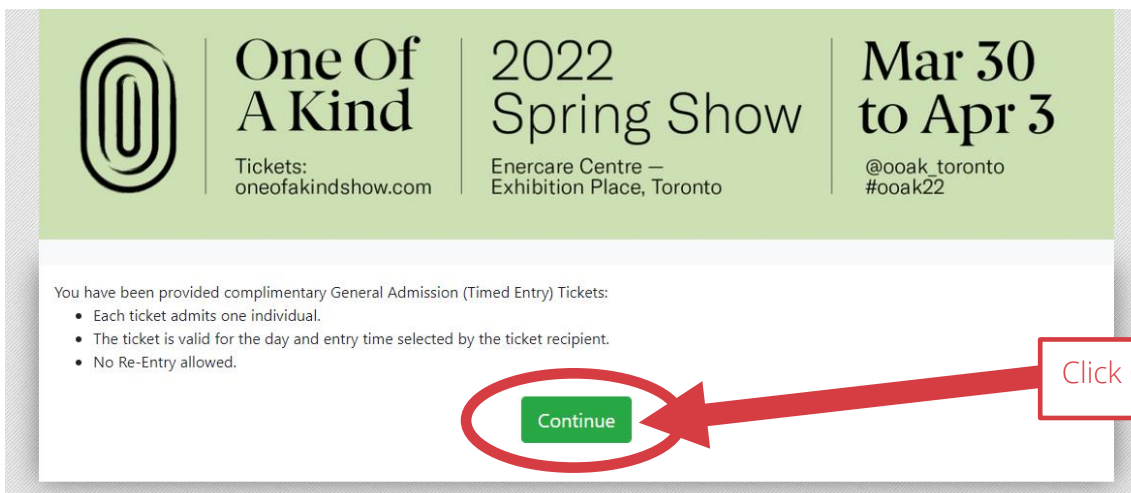
To access your electronic ticket distribution portal, click the link in the email you received from One Of A Kind Show (noreply@mail3.microspec.com). If you need this email re-sent to you, please contact Laura.Barrett@informa.com.

Here is an example of the email invitation:



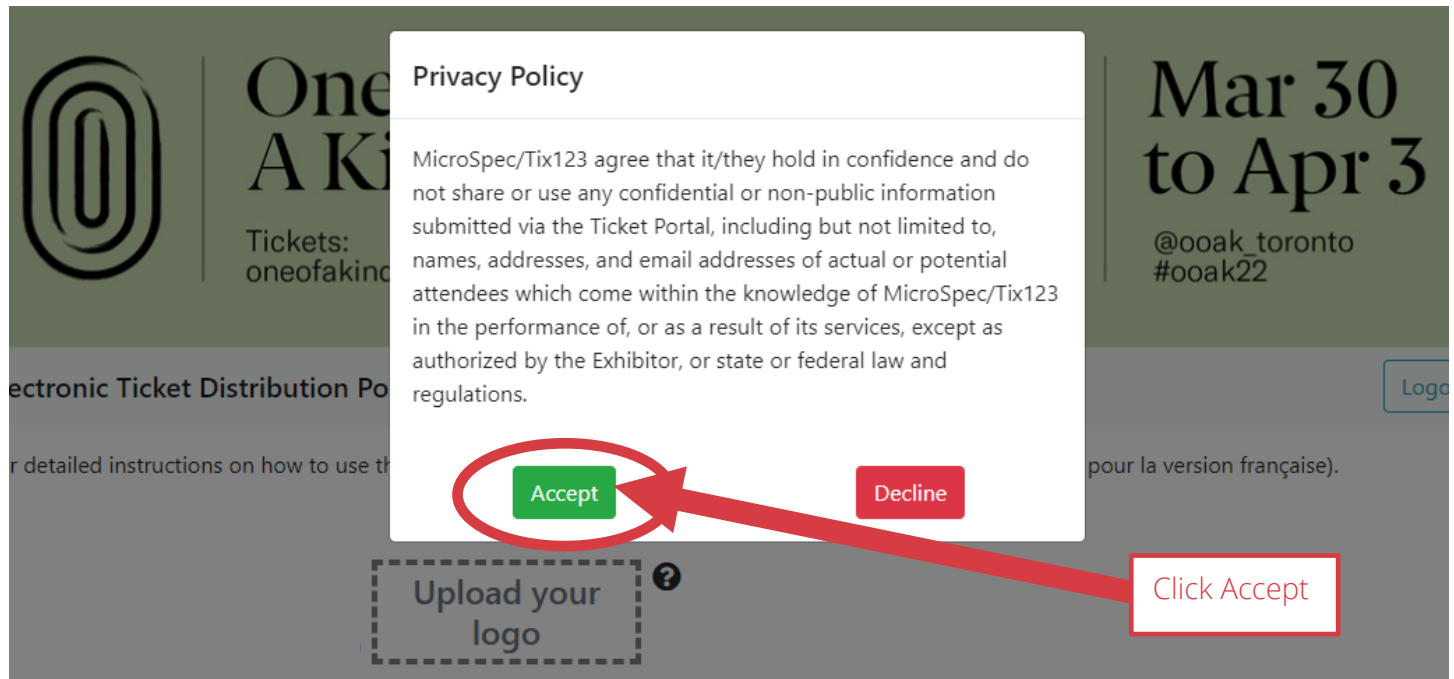
Step 2

Clicking the link in the email will take you to this web page; click “Continue”:



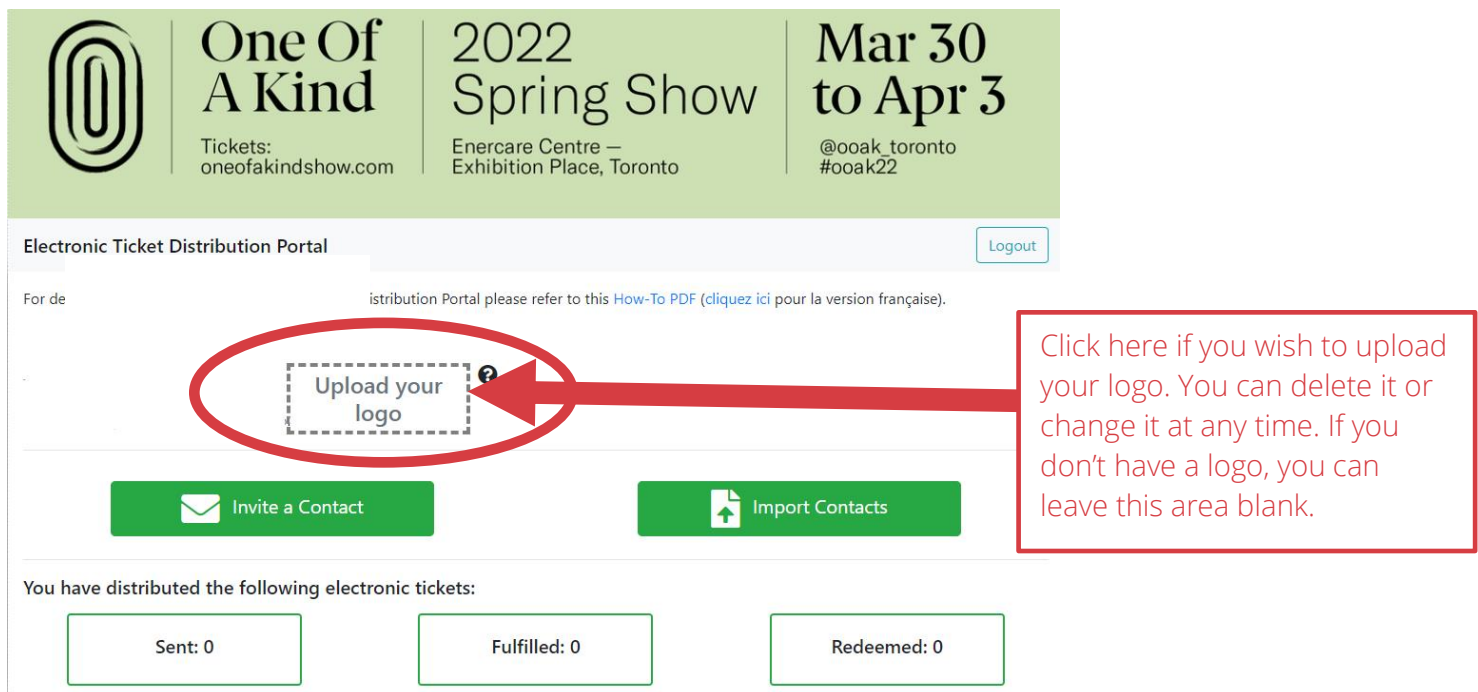
Step 3

Next, read and accept the portal's privacy policy:



Step 4 (optional)

You have the option of uploading your logo which will appear in the invitation emails sent out to your guests.



Step 5

You can send out your tickets to one person at a time or you can upload a list of contact names. To send a ticket to one person at a time click on “Invite a Contact”:

The screenshot shows the 'Electronic Ticket Distribution Portal' for 'A Kind Spring Show to Apr 3'. The header includes the event logo, website (oneofakindshow.com), venue (Enercare Centre — Exhibition Place, Toronto), and social media handles (@oak_toronto, #oak22). A 'Logout' button is in the top right. Below the header, a yellow box with a question mark icon says 'For reference, if you upload a logo, it will appear here'. Two green buttons are visible: 'Invite a Contact' (with an envelope icon) and 'Import Contacts' (with a document icon). The 'Invite a Contact' button is circled in red. Below these buttons, a section titled 'You have distributed the following electronic tickets:' contains three boxes: 'Sent: 0', 'Fulfilled: 0', and 'Redeemed: 0'.

Step 6

Select the number of tickets you would like to send then fill out the recipient’s contact name and email address. You can add an optional note or leave that field blank. Important note: all tickets sent to your guest must be redeemed for the same day/time slot. For example, if you send Mr. Smith 2 tickets, he will need to redeem them both for the same day and time slot; he can’t redeem one ticket for Saturday at 2pm and the 2nd ticket for Monday at 6pm. To be able to do that you would need to send Mr. Smith one ticket at a time and not together in one transaction.

The screenshot shows a form with two main sections: 'Enter Tickets' (labeled with a blue '1') and 'Enter Invite Info' (labeled with a grey '2'). In the 'Enter Tickets' section, there is a 'Ticket:' dropdown menu showing 'General Admission Ticket' and a 'Ticket Qty:' input field with the value '1'. A red circle highlights the text '0 of 6 sent.' next to the ticket type. In the 'Enter Invite Info' section, there are input fields for 'Contact Name:' and 'Contact Email:', both marked with a red star. Below these is an 'Optional Note' section with a text area containing the example text 'Example: Enjoy the show!'. At the bottom of the form are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is circled in red. Five red callout boxes with arrows point to specific elements: the first points to the '0 of 6 sent.' text; the second points to the 'Contact Name:' field; the third points to the 'Optional Note' text area; the fourth points to the 'Continue' button; and the fifth points to the 'Continue' button.

1

2

Enter Tickets

Ticket: General Admission Ticket
0 of 6 sent.

Ticket Qty: 1

Enter Invite Info

Contact Name: *

Contact Email: *

Optional Note

Example: Enjoy the show!

Cancel Continue

This is where to look to see how many tickets you have remaining.

Enter your guest's name & email address.

You can personalize the invitation by adding a note here. Alternatively, you can leave it blank.

Click "Continue" to see a preview of the email invitation.

Step 7

Review and send the email invitation:

The screenshot shows a web interface for previewing an email invitation. It features a header with two numbered steps, a main preview area with a sample email, and a bottom section with controls and a 'Send Invitation' button. Red arrows and boxes provide instructions for various elements.

1 **Email Preview** **2**

Dear <your guest's name>

Please find below a link to a complimentary ticket for the upcoming **One Of A Kind Spring Show**, from <your name>.

IMPORTANT: You must select your day and entry time in advance to redeem the ticket(s). Click on the "Get My Tickets" button below, then click on the "Select Time" button next to "General Admission" to make your choice. Complete the rest of the information on that page, and then bring your admission QR code to the event (you can either show your admission QR code on your phone or bring a hard copy).

Get My Tickets

For reference, if you upload a logo, it will appear here

If you have any questions about your tickets please contact <your name> at <your email address>.

If the button above doesn't work, copy and paste this link into your browser:
<https://www.microspec.com/ticket-link>

We hope to see you at the show!

Note: Visit me at booth T-05!

CC me on invite ☐

Back **Send Invitation**

Powered by MicroSpec / TIX123

If you uploaded your logo, this is where it will appear.


If you added an optional note, this is where it will appear.

Toggle this button if you wish to be cc'd on the invitation email to your guest.

"Click "Send Invitation" to have the email sent out to your guest. Your guest will receive the email within a few minutes.

Step 8

Track your invitations:



One Of A Kind
Tickets:
oneofakindshow.com

2022 Spring Show
Enercare Centre —
Exhibition Place, Toronto

Mar 30 to Apr 3
@oak_toronto
#oak22

Electronic Ticket Distribution Portal Logout

For detailed instructions on how to use the Ticket Distribution Portal please refer to this [How-To PDF](#) ([cliquez ici](#) pour la version française).

<your name>
<your email address>

For reference, if you upload a logo, it will appear here

Invite a Contact

Import Contact








You have distributed the following electronic tickets:

Sent: 3

Fulfilled: 1

Redeemed: 0

Search

Name	Email	Sent	Qty	Ful.	Rdm.	
Meedu Torp	MTorp1985@bellnetl.com	Mar 9	1	1	0	
Borris Treads	borris.treads@hotmail.com	Mar 9	1	0	0	  
miro smith	miro_smith@bellnetl.com	Mar 9	1	0	0	  

Show 1 to 3 of 3 rows

Here you'll see a list of the guests you've sent tickets to.

"Fulfilled" means your guest received your email invitation, clicked the "Get Tickets" button in the message and completed the ticket selection process.

Once your guest has completed the process, you are not able to give that ticket to someone else.

"Redeemed" means your guest went to the Show and had their ticket scanned at the door.

"Edit" allows you to change the email address of your guest if you typed it incorrectly or if the guest hasn't already 'fulfilled' the ticket by choosing their day and time slot then you can re-issue the ticket to a different guest.